



Web Enabled Safety System



WESS
Update #1

New Stuff
in Version
2.3.3



WESS Aviation Reporting Module

This update is intended to familiarize you with the recent changes/updates made to the WESS Aviation Hazard Reporting module.

This is NOT a page-by-page input guidance. Input is as directed in other WESS user's guide modules.


Changes made in version 2.3.3 include:

- Ability to add individual commands for Notifications, in addition to adding COIs
- Ability for Endorsers to modify the Endorsement chain
- Modified the Aviation Endorsement PDF to display CO's comments prior to releasing the endorsement to the fleet

Click the associated hyperlinks above to go to the section of this module that covers the topic selected.



Add Individual Commands to be Notified of your Hazrep



Activities

- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Edit Endorsing Chains](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

My Report

- General Information**
 - Location
 - Environment
 - Runway
 - Embarked Landing
- Aircraft**
- Involved Persons**
- Involved Factors**
- Recommendations
- Data Entry Complete**

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Report Data Entry Complete - Thank You

[Help](#)

Thank you for entering this report. Please choose from the links below for your next action. If you wish to retain a copy of your report before it is submitted, print a copy using the GENERATE PDF function. The report will only be available through the report system after submission.

Follow the steps below in sequence or jump to any link within the "Go Anywhere From Here" Section.

STEP 1: [Click here to validate your report](#)

STEP 2: (OPTIONAL) [Build or Edit Chain Of Command](#)

STEP 3: (OPTIONAL) [Build or Edit Community Of Interest](#)

STEP 4: (OPTIONAL) [Build or Edit Aviation Endorsement Chain \(NOTE: 3750 reports only\)](#)

STEP 5: Release Or Route Your Report

[Release Report to Safety Center](#)

Go Anywhere From Here!

- [Delete your report](#)
- [Generate PDF](#)
- [Save as template](#)
- [Injury Log](#)
- [Feedback Form](#)
- [User Guide](#)
- [Return Home](#)

Since the purpose of submitting Hazreps is to let others know what happened, you'll want to ensure widest dissemination of your Hazrep.

Sometimes that means adding individual commands in addition to the COIs you can select for Notifications. Select the hyperlink at Step 3 to add a single command or a COI.



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

My Report - Community of Interest

[Help](#)

Activities

- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Edit Endorsing Chains](#)
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Data Retrieval (JReport)

- [Pre-formatted Reports](#)
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My Report

- [General Information](#)
 - [Location](#)
 - [Environment](#)
 - [Runway](#)
 - [Embarked Landing](#)
- [Aircraft](#)
 - [+](#)

[Add New Entry](#)[Edit Entry](#)[Delete Entry](#)

You should be familiar with this screen. Hit the Add New Entry button to add on to your Notifications.

This is an Add / Edit / Delete screen. To use this screen:

- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button

[Back](#)[Next](#)

Using the Individual Command Option

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Community of Interest or Individual Command

[Help](#)

Select the type of group to notify

☐ Community of Interest

☐ Individual Command

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Activities

- [Save as template](#)
- [Share report](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Edit Endorsing Chains](#)
- [Logout](#)

Data Retrieval (JReport)

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My Report

You can now select the Individual Command option, where you'll search on either the command's name or UIC to be added to your Notification, just like you do for entering Recommendations.

If you need further assistance in how to do this, check out Part 3 or Part 4 of the Aviation Users Guides and they'll walk you through the Recommendations process.



Modifying Endorsing Chains after Hazrep Released to NSC

WESS
Naval Safety Center

Activities

- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Edit Endorsing Chains](#)
- [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Endorsement Document

[Help](#)

[Generate Endorsements PDF](#)

Report Number: 1118837618743
Mishap Date: 15 May 2005
Description: AV FINAL TEST - BREAKDOWN OF CRM CAUSES INCURSION OF SIMULATED ORANGE COUNTRY STANDOFF DURING SUPPORT OF USS NIMITZ USWEX 05-2
Current Endorsing UIC: HELICOPTER SEA COMBAT WING ATLANTIC (N44890)
Endorsement Due

* All items have been endorsed, to forward

Report Num: 1118
Endorsement Completed

Cause Factor ([endorse](#) this item) ([add recommendation](#))

- NUMEROUS DISPARATE MISSION SYSTEM CONFIGURATIONS COMPLICATE AIRCREW A...

[Click here if time extension has been granted](#)

Endorsing Commands for this report:

- 1.) HELICOPTER SEA COMBAT WING ATLANTIC (N44890) <-- **current**
- 2.) COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)
- 3.) NAVAIRSYSCOM HEADQUARTERS (N32796)

* Indicates required field must be entered before moving to next screen
CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

[Return Home](#)



Which Reports can I modify?



Activities

[Class A/B Notification](#)

[Create New Report](#)

[Create From Template](#)

[Maintain Account](#)

[Search/Edit Submitted Reports](#)

[MaintainCOI](#)

[Insert a WESS-DS Submission](#)

[Notifications](#)

[Feedback Form](#)

[Return Home](#)

[OSHA 300 Equiv. Log](#)

[Edit Endorsing Chains](#)

[Logout](#)

[Data Retrieval \(JReport\)](#)

[Pre-formatted Reports](#)

[Custom Reports](#)

Edit Endorsement Chain

[Help](#)

Select report to edit:

Aviation (3750)

Serl #	Date	Description	Current Endorser
01-06	20 July 2005	Hyd 1A, 2B; Flaps Off, Rudder Off High Speed Arrested Landing.	M1JA00011 - MAG-11
03-05	22 July 2005	Air Data Recorder failure caused loss of Hyd 2 and fuel boost pumps.	N63110 - CHIEF OF NAVAL AIR TRAINING CORPUS CHRISTI TX
0405	18 August 2005	STABILATOR AND TAIL BUMPER CONTACTED DECK DURING TERF EVENT	N44890 - HELICOPTER SEA COMBAT WING ATLANTIC
0205	1 September 2005	INCORRECT PRESTART CHECKLIST PROCEDURES	M14201053 - MWHS-2 2ND MAW
0305	10 September 2005	Ordnanceman injured after accidentally discharging a jammed GALL-16	N55152 - HELO ANTISUBMARINE SQUADRON LIGHT 49 SFA COMP

A list of Hazreps whose endorsement chains you are eligible to edit will appear.

You are eligible to change an endorsing chain if you initiated the Hazrep, or if you are currently part of the endorsing chain.

To continue, select the Blue Serial number hyperlink of the Hazrep whose endorsement chain need to be changed.



Editing the Endorsing Chain

The screenshot shows the WESS (Naval Safety Center) interface. At the top, a blue banner reads "Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY". Below this, the "Select Action." section contains three radio button options: "Edit Endorsing Chain", "Restart Endorsing Chain", and "Reconvene Mishap Board". A "Reset" button is positioned below these options. To the left, a sidebar lists various activities: "Save as template", "Return home", "Generate PDF", "Generate Injury Log", "Feedback Form", "OSHA 300 Equiv. Log", "Edit Endorsing Chains", and "Logout". At the bottom of the sidebar, it says "Data Retrieval (IP report)". A blue bar at the bottom of the main content area contains the text: "* Indicates required field must be entered before moving to next screen" and "CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS." Below this bar are two buttons: "PREVIOUS SECTION OR SCREEN" and "Next". A "Help" link is visible in the top right corner of the main content area.

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Select Action.

What action do you want to perform

- ☐ Edit Endorsing Chain
- ☐ Restart Endorsing Chain
- ☐ Reconvene Mishap Board

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

Activities

- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
- [Edit Endorsing Chains](#)
- [Logout](#)

Data Retrieval (IP report)

You'll likely want to select the first option, Edit Endorsing Chain, for most cases. Then hit the Next button.

Ignore the third option for now – that's intended for the Mishap reporting module that will come online in 2006.



Another Add, Edit, Delete Screen



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Endorsing Chain of Command

[▶ Help](#)

Activities

- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
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Data Retrieval (JReport)

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Completed Commands

N55212 - HELICOPTER MARITIME STRIKE WING ATLANTIC

Incomplete Commands

N57012 -COMMANDER NAVAL AIR FORCE US ATLANTIC FLEE ...
N63393 -NAVAL SAFETY CENTER NORFOLK VA -[55 Member ...

[Up](#)[Down](#)[Add New Entry](#)[Delete Entry](#)

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- To add an entry, select the Add New Entry button
- To edit an entry, select the entry in the box and select the Edit Entry button
- To delete an entry, select the entry in the box and select the Delete Entry button
- To move past this screen without an entry, select the Next button


Here you can see who has already endorsed the Hazrep.

From this screen, you'll add/delete endorsers as shown in Part 7 of the Aviation Users Guide.









If you're at this screen after completing your changes, hit the Next button and you're all done!

[Back](#)[Next](#)

Viewing the CO's endorsement on a PDF

**WESS**
Naval Safety Center

Activities

-  [Save as template](#)
-  [Return home](#)
-  [Generate PDF](#)
-  [Generate Injury Log](#)
-  [Feedback Form](#)
-  [OSHA 300 Equiv. Log](#)
-  [Edit Endorsing Chains](#)
-  [Logout](#)

Data Retrieval (JReport)

- [Pre-formatted Reports](#)
- [Custom Reports](#)

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Enter Final Command Comments for this Endorsement Document [Help](#)

Please enter your Final Command Comments pertaining to the endorsement of this report:

this is a test of the Commander's Comments system. This is only a test.

* Indicates required field must be entered before moving to next screen

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

PREVIOUS SECTION OR SCREEN

Next

In previous versions of WESS, you were unable to view the Commander's Comments on the associated PDF document. Now you can! After you enter the comments, hit the Next button...



Click the Hyperlink



Activities

- [Save as template](#)
- [Return home](#)
- [Generate PDF](#)
- [Generate Injury Log](#)
- [Feedback Form](#)
- [OSHA 300 Equiv. Log](#)
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Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Endorsement Document

[▶ Help](#)

[Generate Endorsements PDF](#)

Report Number: 1119552975305

Mishap Date: 22 June 2005

Description: PILOT PASSED OUT DUE TO HYPOXIA

Current Endorsing UIC: STRIKE FIGHTER WING ATLA

Endorsement Due Date: Thu Jul 14 15:41:27 EDT 2005

* All items have been endorsed. Please select the "Comments" tab if comments have been entered, you will be returned to this endorser, to forward it to the Safety Center.

Report Num: 1119552975305 ([add cause factor](#))

Endorsement
Completed

Cause Factor ([endorse](#), [edit](#), or [delete](#) this item) ([add recommendation](#))

- CRACK IN MASK KEPT IT FROM FITTING PROPERLY: MASK CRACKED FROM OLD AGE, ALLOWING THE MASK TO BECOME MISSHAPEN. AS...

Endorsement
Completed

Recommendation ([endorse](#) this item)

Action Agency: TACAIR

- EVERYONE CHECK YOUR MASKS FOR CRACKS!

[Click here if time extension has been granted](#)

Endorsing Commands for this report:

- 1.) STRIKE FIGHTER WING ATLANTIC OCEANA (N09103) <-- **current**
- 2.) COMMANDER NAVAL AIR FORCE US ATLANTIC FLEET (N57012)
- 3.) NAVAL SAFETY CENTER NORFOLK VA (N63393)

Now when you hit the Generate Endorsements PDF hyperlink, your newly entered CO's comments will appear in the PDF document.



Stand by for future Updates!

Based on Fleet Feedback, WESS is continuing to evolve and improve. As future updates of WESS are deployed, expect more updates to the Users Guides.

Thanks for your continuing support!

